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Financial Management

***PREPARATION AND USE OF MALMSTROM
AIR FORCE BASE TIME AND ATTENDANCE
FORMS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 65-1, ***Management of Financial Resources and Services***, and establishes procedures and guidance for all agencies reporting civilian time and attendance. This instruction is consistent with guidance provided in DoD 7000.14-R, Volume 8, ***Department of Defense Financial Management Regulation, Civilian Pay Policy and Procedures***. It applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB. It does not apply to Defense Commissary Agency (DeCA), Defense Reutilization and Marketing Office (DRMO), or Defense Finance and Accounting Service (DFAS) civilians.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by Air Force. No content material has changed, only designation changes have been made. Some required format changes have been made to allow for the conversion process.

1. Reporting Civilian Time and Attendance:

1.1. Each pay period, each supervisor must complete the Malmstrom AFB Form 110, **Time and Attendance Report**, obtain employee signature, validate the form with his or her own signature, and forward to the Unit Timekeeper.

1.2. Each timekeeper must create a Source Data Automation (SDA) file by entering all data into the Personal Computer Time and Attendance (PC T&A) System. Timekeepers must transfer the SDA file, via electronic mail, to the Civilian Pay Customer Service Representative.

2. Changing Civilian Employee Work Schedule:

2.1. After proper coordination with the Civilian Personnel Flight, the supervisor must complete the Malmstrom AFB Form 116, **Work Schedule Change**, validate the form with his or her own signature, and forward to the Unit Timekeeper.

2.2. The timekeeper must enter data into the PC T&A System. The system will automatically update the schedule.

3. Records Disposition Instructions. Dispose of these records in accordance with AFMAN 37-139, *Records Disposition Schedule*. These forms must be maintained for 6 years.

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Commander